

Memorandum

Date : OCT 05 2010

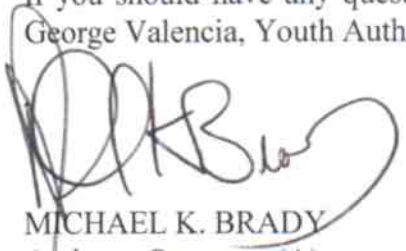
To : Sandra Youngen
Deputy Director
Division of Juvenile Facilities

Subject: **FOLLOW-UP REVIEW RESULTS OF THE STAFF AND VISITOR ENTRY/EXIT
ACCOUNTABILITY REVIEW**

On July 8, 2010 the Office of Audits and Court Compliance (OACC) conducted a follow-up review of the June 6 through July 3, 2008 Staff and Visitor Entry/Exit Accountability Review. The purpose of the follow-up review was to determine whether the Division of Juvenile Justice implemented effective corrective measures in response to the findings listed in OACC's preliminary report.

Attached are the follow-up review results for the corrective action plan. OACC plans on following-up on the non and partially implemented items in 90 days from the date of this letter.

If you should have any questions regarding the contents of this memorandum, please contact George Valencia, Youth Authority Administrator, at (916) 255-2928.



MICHAEL K. BRADY
Assistant Secretary (A)
Office of Audits and Court Compliance

Attachment

cc: Rachel Rios, Division of Juvenile Justice
Jeff Plunkett, Division of Juvenile Justice
Sharie Wise, Division of Juvenile Justice
George Valencia, Office of Audits and Court Compliance
Frank Gomes, Division of Juvenile Justice
Dorene Nylund, Office of Audits and Court Compliance
John Blackwell, Division of Juvenile Justice

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

Finding 1: Division of Juvenile Justice (DJJ) facilities have not developed accountability procedures in accordance with I&C Manual, Sections 1803 and 1915 through 1945.

The Office of Audits and Court Compliance recommends that DJJ take the following actions:							
JCPRB Item	Recommendations /Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed byJCPRB)
1.1	The JCPRB is unable to make a recommendation at the facility level. The Bio-Sentinel system is non-operational, thus I&C Manual, Sections 1915 through 1945 are moot. Any reference to the above policy in I&C Manual, Section 1803, render this policy outdated and ineffective.	Director of Juvenile Facilities	1. Authorize workgroup chaired by the Facilities Major to review and revise I&C Policy Sections 1803 and 1915-1945.	11/01/08	Complete <i>Yes – workgroup reviewed/revising policies</i>	E-mail distribution 07-13-10	Partially Implemented The updated policy is still pending approval from Policy Unit and Policy Sections 1803 and 1915-1945 have not been removed or amended.
			2. Review and approve Policy revisions. Submit to Policy Unit for implementation.	04/01/09	Complete	Submitted to DJJ Policy Unit 07-29-10	
		Facilities Major	1. Establish workgroup to revise I&C Policy Sections 1803 and 1915-1945.	12/01/08	Complete <i>Plunkett</i>	Supt’s and COS’s	
		Policy Revision Workgroup	1. Revise I&C Policy Sections 1803 and 1915-1945. Submit policy revisions to Director of Facilities for approval.	03/01/09	Complete <i>Pending Policy approval from Policy Unit</i>	Submitted to DJJ Policy Unit 07-29-10	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

JCPRB Item	Recommendations /Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed byJCPRB)
1.2	DJJ Headquarters needs to address this issue by amending/updating the departmental Staff and Visitor Entry/Exit Accountability policies.	Director of Juvenile Facilities	1. Authorize workgroup chaired by the Facilities Major to review and revise I&C Policy Sections 1803 and 1915-1945. 2. Review and approve policy revisions. Submit to Policy Unit for implementation.	11/01/08	Complete <i>Yes – workgroup reviewed/revising policies</i>	E-mail distribution 07-13-10	Partially Implemented The updated policy is still pending approval from the Policy Unit and Policy Sections 1803 and 1915-1945 have not been removed or amended.
		Facilities Major	1. Establish workgroup to revise I&C Policy Sections 1803 and 1915-1945.	04/01/09	Complete	Submitted to DJJ Policy Unit 07-29-10	
				12/01/08	Complete <i>Plunkett</i>	Supt’s and COS’s	
		Policy Revision Workgroup	1. Revise I&C Policy Sections 1803 and 1915-1945. Submit policy revisions to Director of Facilities for approval.	03/01/09	Complete <i>Pending Policy approval from Policy Unit. Policy 1915-1945 to be removed.</i>	Submitted to DJJ Policy Unit 07-29-10	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

Finding 2: DJJ has no updated departmental policy to ensure that facilities have an accurate Staff and Visitor Entry/Exit Accountability system in place.

The Office of Audits and Court Compliance recommends that DJJ take the following actions:							
JCPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
2.1	Amend/update departmental Staff and Visitor Entry/Exit Accountability policies.	Director of Juvenile Facilities	1. Authorize workgroup chaired by the Facilities Major to review and revise I&C Policy Sections 1803 and 1915-1945.	11/01/08	Complete <i>Yes – workgroup reviewed/revising policies</i>	E-mail distribution 07-13-10	Partially Implemented The updated policy is still pending approval from the Policy Unit.
			2. Review and approve policy revisions. Submit to Policy Unit for implementation.	04/01/09	Complete	Submitted to DJJ Policy Unit 07-29-10	
		Facilities Major	1. Establish workgroup to revise I&C Policy Sections 1803 and 1915-1945.	12/01/08	Complete <i>Plunkett</i>	Supt’s and COS’s	
		Policy Revision Workgroup	1. Revise I&C Policy Sections 1803 and 1915-1945. Submit policy revisions to Director of Facilities for approval.	03/01/09	Complete <i>Pending Policy approval from Policy Unit. Policy 1915-1945 to be removed</i>	Submitted to DJJ Policy Unit 07-29-10	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
2.2	Establish a vetting process to ensure that DJJ Facilities, Staff and Visitor Entry/Exit Accountability policies and procedures, are in alignment with departmental policies.	Facility Chief of Security	1. Conduct annual I&C Section 1800 self-assessments.	11/30/08	Complete <i>Facilities complete a self assessment</i>	Self-assessment report of findings	Unable to Rate The Security 1800 reviews were postponed as a result of budgetary issues and the reassignment of the JCPRB team to the Farrell Task Force on December of 2008.
		Facilities Staff and/or OACC	1. Conduct annual I&C Section 1800 Audits.	12/01/09	Incomplete <i>Security 1800 review transferred to OACC</i>	I&C Section 1800 Security Report	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
2.3	Provide facility training on the importance of staff and visitor accountability in the facilities.	Director of Juvenile Facilities	1. Authorize workgroup chaired by the Facilities Major to review I&C policy, determine facility staff training needs and recommend applicable training plan and related I&C Policy revisions.	11/01/08	Incomplete <i>Training plans will be based on local procedures from each site submitted, reviewed and approved by Director, DJF. Initial plan is to incorporate into annual OPTS.</i>	E-mail distribution 07-13-10	Partially Implemented Training for the policy has not been implemented.
		Facilities Major	2. Review and approve training plan and related Policy revisions.	04/01/09	Incomplete <i>Training Pending</i>	Training plan	
		Policy Revision Workgroup	1. Establish workgroup to determine facility staff training needs and develop training plan	12/01/08	Complete <i>Plunkett</i>	E-mail distribution 07-13-10	
			1. Determine facility staff training needs and develop training plan. Submit recommendations to Director of Facilities for approval.	03/01/09	Incomplete <i>Training Pending</i>	Training plan	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

Finding 3: The Bio-Sentinel system is non-operational; as a result, it cannot be used for staff accountability.

The Office of Audits and Court Compliance recommends that DJJ take the following actions:							
JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
3.1	As the Bio-Sentinel system is no longer operational, references to any Bio-Sentinel policies need to be re-evaluated and purged.	Director of Juvenile Facilities	1. Authorize workgroup chaired by the Facilities Major to review and revise I&C Policy Sections 1803 and 1915-1945. 2. Review and approve policy revisions. Submit to Policy Unit for implementation.	11/01/08 04/01/09	Complete <i>Yes – workgroup reviewed/revising policies</i> Complete	E-mail distribution 07-13-10 Submitted to DJJ policy unit 07-29-10	Partially Implemented The updated policy is still pending approval from the Policy Unit and Policy Sections 1803 and 1915-1945 have not been removed or amended.
		Facilities Major	1. Establish workgroup to revise I&C Policy Sections 1803 and 1915-1945.	12/01/08	Complete <i>Plunkett</i>	Supt’s and COS’s	
		Policy Revision Workgroup	1. Revise I&C Policy Sections 1803 and 1915-1945. Submit policy revisions to Director of Facilities for approval.	03/01/09	Complete <i>Pending Policy approval from Policy Unit. Policy 1915-1945 to be removed.</i>	Submitted to DJJ Policy Unit 07-29-10	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
3.2	Amend/update departmental Staff and Visitor Entry/Exit Accountability policies.	Director of Juvenile Facilities	1. Authorize workgroup chaired by the Facilities Major to review and revise I&C Policy Sections 1803 and 1915-1945.	11/01/08	Complete <i>Yes – workgroup reviewed/revising policies</i>	E-mail distribution 07-13-10	Partially Implemented Policy has not been submitted to the Director of facilities for approval.
			2. Review and approve policy revisions. Submit to Policy Unit for implementation.	04/01/09	Complete	Submitted to DJJ Policy Unit 07-29-10	
		Facilities Major	1. Establish workgroup to revise I&C Policy Sections 1803 and 1915-1945.	12/01/08	Complete <i>Plunkett</i>	Supt's and COS's	
		Policy Revision Workgroup	1. Revise I&C Policy Sections 1803 and 1915-1945. Submit policy revisions to Director of Facilities for approval.	03/01/09	Complete <i>Pending Policy approval from Policy Unit. Policy 1915-1945 to be removed.</i>	Submitted to DJJ Policy Unit 07-29-10	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Staff and Visitor Entry/Exit Accountability

DIVISION OF JUVENILE FACILITIES CORRECTIVE ACTION PLAN

June 6 through July 3, 2008

JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
3.3	Establish a vetting process, to ensure that facility procedures are in accordance with the updated departmental policies.	Facility Chief of Security Facilities Staff and/or OACC	1. Conduct I&C Section 1800 self-assessment. 1. Conduct annual I&C Section 1800 Audits.	11/30/08 12/01/09	Complete <i>Facilities complete a self assessment</i> Incomplete <i>Security 1800 review transferred to OACC</i>	Self-assessment report of findings I&C Section 1800 Security Report	Unable to Rate The Security 1800 reviews were postponed as a result of budgetary issues and the reassignment of the JCPRB team to the Farrell Task Force in December of 2008.

Adult and Juvenile Peer Reviews Area of Responsibility

The Office of Audits and Compliance (OAC) Adult and Juvenile Peer Reviews are a coordinated effort to include: The Office of Correctional Safety; Office of Court Compliance; Classification Services Unit; Case Records Administration; Inmate Appeals Branch; Division of Facilities Management; and Enterprise Information Services.

OAC only conducts follow-up reviews in our areas of responsibility. This responsibility includes Business Services, Education, Administrative Segregation Due Process and Security and Escape Prevention.

OAC is not responsible for follow-up reviews in the following areas: Office of Correctional Safety; Office of Court Compliance; Classification Services Unit; Case Records Administration; Inmate Appeals Branch; Division of Facilities Management; and Enterprise Information Services' Information Security Office.

Follow-up reviews conducted by OAC are scheduled as follows:

- If adult institutions/prisons/facilities score below 90 percent in Security and Escape Prevention and in Education, a six month follow-up is scheduled.
- If adult institutions/prisons/facilities score below 85 percent in Administrative Segregation Due Process, a six month follow-up is scheduled.
- The Business Services section schedules a follow-up based on the number of findings at the institution/prison/facility.